



THE CITY OF TORRANCE IS ACCEPTING APPLICATIONS FOR

Library Page

\$10.00—\$11.14 per hour

The City of Torrance is looking for Library Pages who can work at either the central or branch libraries. Library Pages perform basic library functions such as answering telephones and simple directional inquiries; checking out books and other materials to patrons; checking in materials; shelving, straightening, and retrieving books and other materials; maintenance and repair of library materials; shelf searching for lost items; routine typing and filing such as book cards and spine labels; mail and supply delivery and distribution; and stocking and troubleshooting printers/copiers.

MINIMUM REQUIREMENTS

Ability to read, write, and perform simple arithmetic, spell accurately, and to learn new skills. Applicants must have the strength and agility necessary to lift, carry, and shelve books.

Must be 16 years of age or older.

Possession of a valid driver's license is desirable.

WORK HOURS

The ideal candidate will be able to:

Work year-round, approximately 20 hours per week, including evenings. Most positions will require Saturday hours. Library work hours are 9:00 a.m. to 9:00 p.m. Monday - Saturday. The Library is open selected Sundays during the school year, September – June.

Ideal candidates will have strong written and verbal communication abilities; excellent customer service skills, and familiarity with current technologies.

Pages generally work 4 hours per day, five to six days per week including evenings and Saturday. All Sunday hours are voluntary.

LIBRARY LOCATIONS

You will need to be available to work at one of these locations. Location and hour availability to be discussed at the written examination.

Katy Geissert Civic Center Library 3301 Torrance Boulevard	North Torrance Library 3604 Artesia Blvd.
El Retiro Library 126 Vista Del Parque	Southeast Library 23115 S. Arlington Ave.
Henderson Library 4805 Emerald Ave.	Walteria Library 3815 W. 242 nd St.

EXAMINATION

All applicants who successfully complete a written test of basic skills (pass/fail) will be invited to an interview and qualifying performance test.

The written test (pass/fail) is tentatively scheduled for **Wednesday, May 25, 2016**.

Interviews (weighted 100%) and a qualifying performance test will tentatively take place on **Tuesday, June 14, 2016**.

INTERESTED?

Interested applicants must submit an online City application available at www.TorranceCA.Gov/Jobs/. The application filing period will begin **Tuesday, May 3, 2016 at 7:30 a.m.**, and will close when **100 applications are received**, or **Tuesday, May 9, 2016, at 5:30 p.m.**, whichever comes first.

If you have additional questions, please contact Human Resources at JobInfo@TorranceCA.Gov or (310) 618-2915.

Special Notes: In accordance with the Memorandum of Understanding between Torrance Library Employees Association —AFSCME Local 1117 (hereafter referred to as TLEA), and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to AFSCME Local 1117.

A candidate must successfully complete the following before being hired: medical exam, fingerprinting and a TB test.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.